



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #4.500

Access to Social Services

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4429-R; 4-4429-1; 4-4433; 4-4434; 4-4435; 2-CO-4F-01	Effective Date: July 15, 2015 Revision/Review History: 07/15/14 07/15/13 07/25/12
Cross Reference of Policy: P&P #4.102, <i>Case Management</i> ; P&P #4.313, <i>Inmate Mental Health Services</i> .	Summary of Revision/Review: Updates existing policy pursuant to annual review. Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director	 7-7-15 Date

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS – None Noted
2. OTHER – None Noted



I. PURPOSE

- A. **Access to Professional Social Services.** The purpose of this Policy and Procedure is to provide Wyoming Department of Corrections (WDOC) inmates with access to professional services necessary to meet their identified needs.

II. POLICY

- A. Access to professional services shall be administered by appropriately trained and qualified individuals.
- B. Written agency policy provides for a wide range of social service programs. These policies cover the following: (ACA 2-CO-4F-01)
1. Scope of services;
 2. Program Coordination and supervision;
 3. Counseling;
 4. Substance abuse programs; and
 5. Special needs offenders.

III. DEFINITIONS

- A. **Multi-Disciplinary Team (MDT):** A comprehensive group of staff convened to review and coordinate inmate interventions. The group's collective recommendation guides future management of the inmate.
- B. **Staff Member:** Wyoming Department of Corrections' employees (temporary and permanent), contractors, volunteers, on-site vendors, and persons from other agencies, organizations and businesses whose work is performed primarily on or within WDOC facilities.

IV. PROCEDURE

- A. **Social Service Program.** WDOC shall provide a social service program that provides a range of resources appropriate to the needs of inmates, in accordance with WDOC Policy and Procedure #4.102, *Case Management*.



1. Discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants is prohibited. (ACA 4-4429 Revised)
 2. Inmates shall have access to an appropriately trained and qualified individual who is educated in the problems and challenges faced by offenders with physical and/or mental impairments, programs designed to educate and assist offenders with disabilities, and all legal requirements for the protection of offenders with disabilities. (ACA 4-4429-1)
- B. Qualified Personnel.** A planned, organized counseling program shall be provided by persons qualified by either formal education or training. (ACA 4-4433)
1. WDOC contracted employees assigned to full time counselor positions shall have sufficient training and experience to provide effective guidance to inmates.
 2. These full time employees shall work solely in the social services, social work and counseling specialties and do not include correctional officers and other staff who work closely with inmates and may provide informal counseling.
 3. Staff will provide psycho educational interventions. Examples may include:
 - i. Cognitive skills practice;
 - ii. Problem solving skills;
 - iii. Social skills;
 - iv. Educational services;
 - v. Reentry services;
 - vi. Parenting;
 - vii. Family planning and child placement assistance; and
 - viii. Referral for Professional services ie. Substance abuse, mental health counseling, treatment services.
 4. Substance abuse treatment shall be provided by qualified licensed staff.



- C. **Levels of Staffing.** The WDOC has a formal mechanism to determine appropriate levels of social services staffing. (ACA 4-4434) The mechanism used to determine such staffing levels includes at a minimum:
1. Type of inmate population served;
 2. Type of institution;
 3. Legal requirements;
 4. Goals to be accomplished; and
 5. Suggestions from service providers as necessary.
- D. **Team Approach.** The WDOC use of a Multi-Disciplinary Team (MDT) approach and use of paraprofessionals, volunteers and student interns may influence the numbers of professional staff. (ACA 4-4434)
1. WDOC social services programs may assist offenders with family and personal problems through supportive guidance and professional assistance.
 - i. Each WDOC facility counseling program will be structured in such a way as to be as effective as possible in resolving personal and interpersonal problems.
 - ii. Based on internal assessments, the inmate shall receive and participate in case planning commensurate with their individual needs.
 - iii. Inmates with special needs shall receive assistance by qualified staff. This will include a variety of services specifically designed to assist inmates with special needs.
- E. **Counseling and Crisis Intervention.** Staff shall be available to counsel inmates upon request; provision shall be made for counseling and crisis intervention services. (ACA 4-4435)
1. WDOC contracted staff shall make time available on a regularly scheduled basis, for appointments with inmates who request them.
 2. Treatment offerings shall include group therapy and group and individual counseling in compliance with Policy and Procedure #4.313, *Inmate Mental Health Services*. WDOC contracted staff shall make available



trained staff twenty-four (24) hours a day, who may respond to inmates requiring immediate medical/mental health attention.

3. Crisis intervention services should be available on an as-needed basis to assist disturbed inmates.
4. Services shall be in accordance with National Commission of Correctional Health Care standards.
5. All contracted treatment providers shall maintain compliance with the State of Wyoming Department of Health requirements.

V. TRAINING POINTS

- A. What is the mechanism used to determine appropriate staffing social service staffing levels?
- B. What are the qualifications necessary for counselor positions within WDOC?
- C. TRUE/FALSE: Contracted staff is available 24 hours a day to inmates requiring immediate medical/mental health attention.